The Board of Trustees of the Hanover School Division recognizes that the transportation of students or school teams participating in extra-curricular school activities will be done using divisional transportation.

GUIDELINES

1. A field trip is classified as a day trip if it occurs during the school day. An extended field trip consists of at least one overnight stay.

2. All day field trips must be authorized by the school administrator. All extended trips must be approved in advanced by the superintendents. All extended trips that occur provincially, nationally, or internationally, must be approved by the Board.

3. A divisional school bus is recommended for all field trips that require student transportation. In the event that divisional transportation is unavailable for a day trip or extended trip, then schools may consider public, chartered or the use of private vehicles to transport students to an event.

4. Private vehicles operated by volunteer drivers may be used only in special situations when a student requires transportation to a school related activity. Each situation must be evaluated and approved by the school principal.

5. It is the responsibility of the school principal to inform parents as to how students will be transported to and from extra-curricular school activities that are off-site. The principal is responsible for ensuring that a list of students traveling on each bus or private vehicle is filed with the school office.

PROCEDURES

1. Day Trips

   1.1. All busses need to be requisitioned from the Division Office a minimum of **seven** days prior to the departure date. Busses may be requisitioned for trips after 9:00 a.m. with return to home base no later than 3:30 p.m. Requisitions outside of these parameters are generally only for provincial championships. Any special requests outside of requests by schools to attend provincial championships must be submitted to the Superintendent or designate for approval.

2. Evening Trips

   2.1. Busses are available for evening trips after they have completed their afternoon home runs. This time can vary from catchment to catchment due to the length of bus routes and school dismissal times. The availability of a bus depends on their assigned route and can vary from 4:30 pm to 5:00 pm or later. Contractual agreements with CUPE can also affect the assignments of drivers. Not all drivers are always available due to other job commitments.

   2.2. The assignment of drivers and availability times for uses will be done by the Director of Transportation or designate.

3. Trip Planning

   3.1. The trip supervisor must be aware of their responsibilities for supervision during the bus ride involving student conduct on the bus and the enforcement of all bus rules.

   3.2. When planning a trip, the trip supervisor needs to be aware of and plan travel time and the effect a late bus home after 3:30 pm may have.

   3.3. The school bus driver is responsible for the planning and charting of the route. If a particular route is required by the school it should accompany the bus requisition.

4. Hanover School Division busses shall operate solely within the Province of Manitoba. School bus drivers are not to drive after being on duty for 15 hours. The driver must be off duty for eight consecutive hours before being allowed to drive again. (As required by the National Safety Code)

5. The principal is responsible for ensuring that parents/guardians have signed the appropriate consent forms before travel is permitted.

   5.1. A manifest containing a list of all students, staff and any supervisors participating in the trip shall be prepared prior to leaving the school or departure point and copies are on the bus and at the school.

6. The trip supervisor is responsible for supervision of the students (including discipline) during the trip. The rules of conduct are the same as any to/from school trip as per Hanover School Division policy JFA Student Discipline.

7. When transporting pupils for the purpose of participation in or attending extra-curricular activities, the supervisor must be an employee of the Division, and/or a coach, and/or a parent of student(s) in a Hanover School, approved by the Principal.

8. **Student Transportation in Private Vehicles**

   8.1. In these instances the driver must be an employee of the division, and/or a coach, and/or a parent of student(s) in a Hanover School, approved by the Principal. The driver must have a Child Abuse Registry check on file, a valid Manitoba Driver's License and the vehicle must have basic MPIC coverage.

   8.2. Prior to the transportation of students to an extra-curricular event, the teacher or coach has provided the principal with a copy of

   8.3. When transporting students in private vehicles all Transport Canada safety guidelines are to be followed:

      8.3.1. Students under the age of 12 must be transported in the rear seat of the vehicle away from air bags.
      8.3.2. Students that weigh between 10-18 kg (22-40 lbs.) must be transported in a forward-facing child seat that is CSA approved.
      8.3.3. Students that weigh between 18-27 kg (40-60 lbs.) must use a CSA approved booster seat.
      8.3.4. For all students that weigh over 27 kg (60 lbs.) seat belts are mandatory.

   8.4. At the conclusion of each month all private vehicle trips must be reported to the Superintendents' office.

   8.5. Mileage may be paid by the School Division under special circumstances where a bus is not available or unable to accommodate the request. The superintendent must approve all such requests.

   8.6. If an employee of Hanover School Division is required to transport a student home or to the hospital for medical reasons, a second adult of a different gender is required to accompany the student during the trip. In the event of an emergency or a situation with extenuating circumstances arises and a second adult is not available, the principal will be contacted and informed of the situation. The principal (or designate) will then contact the parent/guardian of the student and inform them of the situation.

9. Overnight Trips

9.1. Overnight travel requires prior written approval of the Principal, Superintendent, Education Committee and the Hanover School Division Board of Trustees.

9.2. A letter requesting permission and indicating supervision arrangements should be sent to the Superintendent well in advance of an Education Committee meeting and should be signed by the Principal.

9.3. A certified teacher employed by the division must accompany students on all overnight trips.

Legal References:

Additional Information:

Appendixes: